



Todd Harms  
Fire Chief

# Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 · Mather, California 95655 · Phone (916) 859-4300 · Fax (916) 859-3700

## BOARD OF DIRECTORS - REGULAR MEETING

Thursday, August 12, 2021 – 6:00 PM

Sacramento Metropolitan Fire District

10545 Armstrong Avenue

Board Room – Second Floor

Mather, California

&

Remotely Via Zoom

Phone: (669) 900-6833

Webinar ID: 892 6764 6610#

Passcode: 784 161 501#

*The mission of the Sacramento Metropolitan Fire District is to provide professional and compassionate protection, education and service to our community.*

The Governor has declared a State of Emergency to exist in California as a result of the threat of COVID-19 (aka the "Coronavirus"). The Governor issued Executive Order N-25-20 and N-29-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements.

On June 11, 2021, the Governor issued Executive Order N-07-21, which formally rescinded the Stay-at-Home Order (Executive Order N-33-20, issued on March 19, 2020), as well as set the framework for a gradual, risk-based reopening of the economy. Given the new framework and to facilitate this process, the meeting of the Board will be available in person and via Zoom at the location and phone number listed above. The Public's health and well-being are the top priority for the Board of Directors of the Sacramento Metropolitan Fire District and you are urged to take all appropriate health safety precautions. **If you prefer viewing the meeting via the Zoom Application, please contact Interim Board Clerk Dehoney via email at the address listed below.**

Members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least forty-eight (48) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations:

Michelle Dehoney  
Interim Board Clerk  
(916) 859-4305

[dehoney.michelle@metrofire.ca.gov](mailto:dehoney.michelle@metrofire.ca.gov)

The Board will convene in open session at 6:00 p.m.

Matt Kelly  
Board President  
Division 7

Cynthia Saylor  
Board Vice President  
Division 1

D'Elman Clark  
Board Secretary  
Division 6

Grant Goold  
Board Member  
Division 2

Randy Orzalli  
Board Member  
Division 3

Ted Wood  
Board Member  
Division 4

Jennifer Sheetz  
Board Member  
Division 5

Gay Jones  
Board Member  
Division 8

Walt White  
Board Member  
Division 9



# Sacramento Metropolitan Fire District

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## REGULAR BOARD MEETING AGENDA

THURSDAY, AUGUST 12, 2021

### CALL TO ORDER

### ROLL CALL

### PLEDGE TO FLAG

### METRO CABLE ANNOUNCEMENT

The Open Session Meeting is videotaped for cablecast on Metro Cable 14. Replay on Monday, August 16<sup>th</sup> at 6:00 pm and Tuesday, August 17<sup>th</sup> at 9:00 am on Channel 14; Webcast at [www.sacmetro cable.tv](http://www.sacmetro cable.tv).

### PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON AGENDA

*The Board of Directors of the Sacramento Metropolitan Fire District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Public members desiring to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record. The presiding officer may in the interest of time and good order limit the number of public member presentations. Speakers' comments will be limited to **three minutes** (Per Section 31 of the Board of Directors Policies and Procedures).*

*In accordance with Section 31 of the Board of Directors Policies and Procedures, members of the Public requesting their written comments be read into the meeting record must be present or have a representative present to read their comments during the time allotted.*

### CONSENT ITEMS

*Matters of routine approval including but not limited to action summary minutes, referral of issues to committee, committee referrals to the full Board, items that require yearly approval, declaration of surplus equipment, and other consent matters. Consent Agenda is acted upon as one unit unless a Board member requests separate discussion and/or action.*

### CONSENT ITEMS

- |  | <u>Page No.</u> |
|--|-----------------|
| <b>1. Action Summary Minutes</b><br><b>Recommendation:</b> Approve the Action Summary Minutes for the Regular Board meeting of July 22, 2021.  | <b>6</b>        |
| <b>2. County of Sacramento Treasury Oversight Committee Special District Representative Election</b><br><b>Recommendation:</b> Select Ronald Empedrad to be voted for as the representative for the County of Sacramento Treasury Oversight Committee Special District Representative. | <b>10</b>       |
| <b>3. Disclosure of Material Expenditure – Oracle ERP Software Subscription Fees</b><br><b>Recommendation:</b> Authorize increase in software subscription fees to \$229,685.30 from \$177,158.00 for this fiscal year and next for Oracle ERP services.                               | <b>14</b>       |



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REGULAR BOARD MEETING AGENDA

THURSDAY, AUGUST 12, 2021

## ACTION ITEMS

1. **Sacramento Local Agency Formation Commission – Nominations for Special District Representation** (*Director Jones*) 15
  - A. Special District Commissioner Office No. 7
  - B. Alternate for Offices No. 6 and 7

**Recommendation:** Separate Motion for each Candidate Nomination
  
2. **Industrial Disability Retirement – Captain Craig Henderson** \*\*

**Recommendation:** After discussion in Closed Session, consider adopting a Resolution finding Captain Craig Henderson has suffered job related injuries and is eligible for an Industrial Disability Retirement.

## PRESENTATION ITEMS

1. **Fill the Boot for Burns – Chief’s Challenge Award** \*

(*Firefighters Burn Institute Executive Director, Joe Pick*)

**Recommendation:** Receive presentation. No action required.
  
2. **Fiscal Year 2021/22 Facilities Plan Update** (*Deputy Chief Wagaman*) \*

**Recommendation:** Receive presentation. No action required.

## CLOSED SESSION

1. **CONFERENCE WITH LABOR NEGOTIATOR** \*

**Pursuant to California Government Code Section 54957.6**

  - A. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Sacramento Area Fire Fighters Local 522
  
  - B. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Battalion Chiefs Bargaining Group,  
Sacramento Area Fire Fighters Local 522
  
  - C. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Administrative Support Personnel (ASP)  
Affiliate of Sacramento Area Fire Fighters Local 522
  
  - D. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Safety Senior Management, Management  
and Unrepresented Confidential Employees
  
  - E. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Non-Safety Senior Management, Management  
and Unrepresented Confidential Employees
  
2. **Pursuant to California Government Code Section 54956.9 (a) – one (1) matter of Industrial Disability Retirement.** \*\*

Craig Henderson and the Sacramento Metropolitan Fire District  
Claim # SMDQ - 550426 – Industrial Disability Retirement  
Deputy Chief Gregory Casentini



# Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING AGENDA

THURSDAY, AUGUST 12, 2021

## REPORT OUT FROM CLOSED SESSION

### REPORTS

1. **PRESIDENT'S REPORT**—*(President Kelly)*
2. **FIRE CHIEF'S REPORT**—*(Chief Harms)*  
**OPERATIONS' REPORT** – *(DC Mitchell)*
3. **SMFD – FIREFIGHTERS LOCAL 522 REPORT**
4. **COMMITTEE AND DELEGATE REPORTS**  
*All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.*
  - A. **Executive Committee** – *(President Kelly)*  
Next Meeting: TBD
  - B. **Communications Center JPA** – *(DC Wagaman)*  
Report Out: August 10, 2021 at 9:00 AM  
Next Meeting: September 14, 2021 at 9:00 AM
  - C. **California Fire & Rescue Training JPA** – *(Chief Harms)*  
Next Meeting: August 19, 2021 at 4:00 PM  
Location: 3121 Gold Canal Drive  
Mather, CA 95670
  - D. **Finance and Audit Committee** – *(Director Orzalli)*  
Next Meeting: August 26, 2021 at 5:30 PM
  - E. **Policy Committee** – *(Director Goid)*  
Next Meeting: TBD

## BOARD MEMBER QUESTIONS AND COMMENTS

## ADJOURNMENT

### NEXT BOARD MEETING(S):

*Unless specified differently, all meetings of the Board are held at Sacramento Metropolitan Fire District, 10545 Armstrong Avenue, Mather, CA*

- Next Board Meeting – August 26, 2021 at 6:00 PM

*The following action and presentation items are scheduled for the next board meeting agenda. Board members are requested to identify additional action or presentation items they desire to be scheduled on the agenda.*

**ANTICIPATED AGENDA ITEMS:** TBD

**Posted on August 9, 2021**



# Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING AGENDA

THURSDAY, AUGUST 12, 2021

*Michelle Dehoney*

**Michelle Dehoney, Interim Clerk of the Board**

\* No written report

\*\*  Separate Attachment

#### **DISABILITY INFORMATION:**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (916) 859-4305. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.



# Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 · Mather, CA 95655 · Phone (916) 859-4300 · Fax (916) 859-3702

TODD HARMS  
Fire Chief

## ACTION SUMMARY MINUTES – REGULAR MEETING

### BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT

Thursday, July 22, 2021

Held at the following locations:

10545 Armstrong Avenue, Suite 200

Mather, CA 95655

&

Remotely Via Zoom

#### CALL TO ORDER

The meeting was called to order at 5:07 pm by President Kelly. Board members present: Clark, Goold, Jones, Kelly, Orzalli, Saylor, Sheetz, White, and Wood. Board members absent: None. Staff present: Chief Harms, General Counsel Lavra, and Interim Clerk Dehoney.

The board recessed to closed session at 5:10 p.m.

#### CLOSED SESSION

##### 1. CONFERENCE WITH LABOR NEGOTIATOR

###### Pursuant to California Government Code Section 54957.6

- A. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Sacramento Area Fire Fighters Local 522
- B. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Battalion Chiefs Bargaining Group,  
Sacramento Area Fire Fighters Local 522
- C. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Administrative Support Personnel (ASP)  
Affiliate of Sacramento Area Fire Fighters Local 522
- D. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Safety Senior Management, Management  
and Unrepresented Confidential Employees
- E. District Negotiator: Jack Hughes, Liebert Cassidy Whitmore  
Employee Organization: Non-Safety Senior Management, Management  
and Unrepresented Confidential Employees

Action: No action taken.

##### 2. Pursuant to California Government Code Section 54956.9 (a) – one (1) matter of Industrial Disability Retirement. \*\*

Douglas Dolezal and the Sacramento Metropolitan Fire District  
Claim # SMDS - 550412 – Industrial Disability Retirement  
Deputy Chief Gregory Casentini

Action: No action taken.

Director Goold left the meeting at 8:33 pm.

The Board reconvened to Open Session at 8:59 pm.

#### REPORT OUT FROM CLOSED SESSION

**PUBLIC COMMENT:** Matt Carr, a self-proclaimed former Prosecutor who worked on behalf of other public safety clients, began his comment by thanking the District for their service. He also relayed that he is an avid river user and expressed concerns about the Metro Fire rescue boats. He has observed that they always appear to be operating at top speed, and while he is understanding that time is of the essence, this speed causes several problems including: possible accidents with other crafts and people on the river, erosion of the banks, and a negative perception of first responders by the members and communities they serve. Mr. Carr encouraged the Board to consider amending their policies for the use of speed with the watercraft and to only use excessive speed when absolutely necessary. Mr. Carr closed with declaring that he was grateful for the opportunity to speak but would have liked to not have to wait until after the closed session to do so.

#### CONSENT ITEMS

**Action:** Moved by Clark, seconded by Wood, and carried unanimously by members present to adopt the Consent Calendar as follows:

1. **Action Summary Minutes**  
**Recommendation:** Approve the Action Summary Minutes for the Regular Board meeting of July 8, 2021.  
**Action:** Approved Action Summary Minutes.
2. **Disclosure of Material Expenditure –High Availability Firewalls – Entisys360**  
**Recommendation:** Authorize payment of \$167,029.23 to Entisys360 for High Availability Firewalls.  
**Action:** Authorized payment not to exceed \$167,029.23 to Entisys360.
3. **Memorandum of Understanding (MOU) by and between the Sacramento Metropolitan Fire District and California Fire Mechanics Academy**  
**Recommendation:** Authorize the Fire Chief or his designee to execute the MOU with the California Fire Mechanics Academy.  
**Action:** Authorized the Fire Chief or his designee to execute the MOU.

#### ACTION ITEMS

1. **Industrial Disability Retirement – Engineer Douglas Dolezal**  
**Recommendation:** After discussion in Closed Session, consider adopting a Resolution finding Engineer Douglas Dolezal has suffered job related injuries and is eligible for an Industrial Disability Retirement.  
**Action:** On a motion by Jones, seconded by Wood, and carried unanimously by members present to give the District's third party negotiator settlement authority.

#### PUBLIC HEARING *(Facilitated by Interim Board Clerk Dehoney)*

1. **Refinancing of 2011 Lease Revenue Bonds**  
*(Ken Campo, Interim CFO and Rick Brandis, Oppenheimer & Co.)*  
**Recommendation:**
  - a. Conduct a Public Hearing to initiate a refinancing of the currently outstanding 2011 Lease Revenue Bonds.

- b. Upon conclusion of the public hearing, approve staff's recommendations and adopt a resolution approving the financing and all related documents.

**Public Hearing:**

A public hearing was conducted with the following framework:

1. Opening Remarks;
2. Comments and Questions from Audience;
  - a. There were no comments or questions.
3. Closing of the Hearing;
4. Board questions, discussion, and disposition

**Action:**

At the conclusion of the public hearing the following action occurred:

- a. On a motion by Jones, seconded by Clark, and carried unanimously to adopt Resolution No. 2021-077.

**REPORTS**

**1. PRESIDENT'S REPORT—(President Kelly) – No Report**

**2. FIRE CHIEF'S REPORT – (Chief Harms)**

Chief Harms thanked the Staff and Board Members who attended the Station 61 dedication to Engineer Robert Werner. He also relayed that the District attended a 2x2 meeting with the Sacramento County Board of Supervisors which was very well received. He closed with stating that there was currently a 2-alarm fire which our crews were responding to.

**OPERATIONS' REPORT – (AC Greene)**

Assistant Chief Greene reported that the 21-1 Academy was going strong with 22 recruits. Drill Master Captain Todd reported that all recruits are in good spirits. He gave kudos to E61 and M55 on A Shift who were recognized by the UC Davis STEMI Care Coordinator on June 18 for the care of a heart attack patient. Their early notification allowed for excellent care and a full recovery of the patient.

He also reported that since the last board meeting on July 8, there were 4,313 total calls for service with 14 structure fires, 4 of which were strictly within Metro's jurisdiction. One of these is the fire that Chief Harms referenced in his report, a 2-alarm in North Highlands. Also, E53 and M101 had the most responses during that period.

There are currently two OES Engines deployed, one to the Bootleg Fire in Oregon, and one to the Tamarack fire just South of Tahoe with 4 personnel. Those deployed to the Bootleg Fire are expecting demobilization, however will likely be redirected to another fire in Washington or Northern California. Also, Captain Duane Miller was deployed to the state of Washington at the Summit Trail Fire as part of the Incident Management Team. Shift commanders are in contact with the deployed members daily to ensure that they are doing well and have no additional needs.

**3. SMFD – FIREFIGHTERS LOCAL 522 REPORT**

Vice President McGoldrick relayed that the members are still dealing with staffing issues, including a rise in mandatories and call-backs. Membership is doing what they can to staff all stations. Now that the Lateral Firefighter recruitment process is closed, they are looking forward to the results and also at long-term solutions to assist members moving forward.



**4. COMMITTEE AND DELEGATE REPORTS**

*All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.*

**A. Executive Committee – (President Kelly)**

Next Meeting: TBD

**B. Communications Center JPA – (DC Wagaman)**

Report Out: July 13, 2021 at 9:00 AM

Chief Wagaman reported that an award was presented to Supervisor Julie Todd as trainer of the year by APCO. Also, the Board is requesting a workshop to sit down with current CAD vendor and future CAD vendor to give an update on the process.

Next Meeting: August 10, 2021 at 9:00 AM

**C. California Fire & Rescue Training JPA – (Chief Harms)**

Next Meeting: August 10, 2021 at 4:00 PM

Location: 3121 Gold Canal Drive  
Mather, CA 95670

**D. Finance and Audit Committee – (Director Orzalli)**

Next Meeting: August 26, 2021 at 5:30 PM

**E. Policy Committee – (Director Goold)**

Next Meeting: August 12, 2021 at 5:30 PM

**BOARD MEMBER QUESTIONS AND COMMENTS**

Director Jones thanked staff for all of the information presented at the meeting this evening. The other Board members present echoed her sentiments.

**ADJOURNMENT**

The meeting was adjourned at 9:37 pm.

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Matt Kelly, President

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D'Elman Clark, Secretary

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Michelle Dehoney, Interim Board Clerk



# Sacramento Metropolitan Fire District

10545 Armstrong Avenue • Mather, California 95655 • Phone (916) 859-4300 • Fax (916)859-3720

TODD HARMS  
Fire Chief

**DATE:** August 12, 2021  
**TO:** Board of Directors  
**SUBJECT:** Election of Special Districts Representative for the Sacramento County Treasury Oversight Committee

## SUMMARY

Vote to elect one candidate for Special Districts Representative for the Sacramento County Treasury Oversight Committee.

## DISCUSSION

The County of Sacramento is conducting the selection process for a Special Districts Representative to serve on the Sacramento County Treasury Oversight Committee. The duties of the committee include review of the Investment Policy of the Pooled Investment Fund, quarterly review of investments, and to cause an annual audit of the portfolio. The position requires academic or practical experience in public finance, and should meet the restrictions as outlined in the Treasury Oversight Committee Fact Sheet. The length of appointment is normally three years. On July 8, 2021, the Sacramento Metropolitan Fire District's Board of Directors nominated Controller Ronald Empedrad to be placed on the ballot. The County of Sacramento has released the ballots for each agency to cast their votes, due by September 10, 2021. The 2021 ballot and candidate statements are attached for reference.

## RECOMMENDATIONS

Staff recommends the Board cast their vote to elect Controller Ronald Empedrad as the Special District Representative for the Sacramento County Treasury Oversight Committee.

**Submitted By:**

Michelle Dehoney, Interim Board Clerk

Attachment – 2021 Ballot and Candidate Statements



**COUNTY OF SACRAMENTO**  
**TREASURY OVERSIGHT COMMITTEE**  
**SPECIAL DISTRICT REPRESENTATIVE ELECTION**  
**2021 BALLOT**

*Below is the candidate nominated for the Special District Representative of the Sacramento County Treasury Oversight Committee. In accordance with Government Code section 27132(f), and as outlined in the June 4, 2021, letter sent Special District Pooled Investment Fund Participant Board Chairs, please cast your district's vote for the Special District Representative by marking the box next to a candidate listed below. A candidate statement is enclosed to assist your governing body in the selection process.*

- Laura Lavallee  
Fulton-El Camino Recreation and Park District
  
- Ronald Empedrad  
Sacramento Metropolitan Fire District

*Return this ballot in the enclosed self-addressed envelope to:*

**Investment Division  
Department of Finance  
County of Sacramento  
PO Box 1703  
Sacramento, CA 95814**

*Ballots must be received at the Department of Finance no later than **September 10, 2021**.*

*If you have any questions regarding the election process, please contact Dave Matuskey at the Department of Finance at (916) 874-4251.*

Laura Lavallee  
3005 Kerria Way  
Sacramento, CA 95821  
916.396.1103

To Whom it May Concern,

RE: COUNTY OF SACRAMENTO TREASURY OVERSIGHT COMMITTEE

Please accept my application for the vacancy with the County of Sacramento Treasury Oversight Committee. Attached is my resume for you to consider.

I have served on the Fulton-El Camino Recreation and Park District Board of Directors for the past twelve years, including several years as a member of the Finance and Personnel Committee. I have a strong belief in the importance of special districts as a form of local government. It would be a privilege to serve on the County of Sacramento Treasury Oversight Committee in order to advocate for the interests of special districts, as well as to advocate for the interests of general population of the County of Sacramento.

My educational and professional background is as a licensed civil engineer. As such I have developed technical and analytical skills that I believe would be an asset in the work performed by the Treasury Oversight Committee.

I would very much appreciate the opportunity to serve the County in this capacity. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'L Lavallee', written over a horizontal line.

Laura Lavallee

**CANDIDATE STATEMENT**

**RONALD EMEPRAD**

I would be honored to represent special districts on the Sacramento County Treasury Oversight Committee. I believe I am well qualified to serve in this role. I examined various government investment portfolios in my seven years of experience as an independent financial auditor for local government units and nine years as controller for the Sacramento Metropolitan Fire District. Additionally, I've been a California certified public accountant for 16 years. I meet all the criteria specified on the Treasury Oversight Committee Fact Sheet. I understand the duties of the Committee and I hope to contribute a unique perspective in carrying out these duties. Thank you for your consideration of my candidacy.



# Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite #200, Mather, CA 95655 · (916) 859-4300 · Fax (916) 859-3700

Todd Harms  
Fire Chief

**DATE:** August 12, 2021  
**TO:** Board of Directors  
**SUBJECT:** Disclosure of Material Expenditure – Oracle ERP Software Subscription Fees

## TOPIC

Disclosure of material expenditure for annual Oracle software subscription fees relating to the District's enterprise resource planning (ERP) system.

## SUMMARY

The Oracle ERP software is used by all divisions to manage and integrate the District's financials, supply chain, operations, reporting, and human resource activities. There is an annual subscription fee associated with the software application that covers ongoing maintenance and upgrades. For fiscal year 2021-22, the annual subscription fee is \$229,685.30.

## DISCUSSION

In 2018, when the District acquired the Oracle ERP system, Board approval included an annual subscription fee of \$177,158 for a period of five-years. Subsequently, due to the addition of two test environments and an increase in the number of users, the annual subscription fee was increased to \$229,685.


## FISCAL IMPACT

The impact to the current fiscal year is \$229,685.30. Sufficient funds were included in the Preliminary Budget for fiscal year 2021-22 to meet this obligation.

## RECOMMENDATION

Staff recommends that the Board of Directors authorize payment of the Oracle ERP software annual subscription fee in the amount of \$229,685.30 for fiscal year 2021-22.

Submitted by:

  
\_\_\_\_\_  
Ken Campo, CPA  
Interim CFO

Approved by:

  
\_\_\_\_\_  
Gregory Casentini  
Deputy Chief, Administration



# Sacramento Metropolitan Fire District

10545 Armstrong Avenue • Mather, California 95655 • Phone (916) 859-4300 • Fax (916)859-3720

TODD HARMS  
Fire Chief

**DATE:** August 12, 2021  
**TO:** Board of Directors  
**SUBJECT:** Sacramento Local Agency Formation Commission – Nominations for Special District Representation Office No. 7, and Alternate for Offices No. 6 and 7

## SUMMARY

Nominate a Member of the Sacramento Metropolitan Fire District's Board of Directors to hold office as the Special District Commissioner (Office No. 7), and as the alternate for Special District Commissioner (Office No 6 and 7).

## DISCUSSION

The Sacramento Local Agency Formation Commission (LAFCo) is seeking nominations for the offices listed above. Currently, Director Gay Jones holds office for the Special District Commissioner (Office No. 7). Director Jones wishes to continue serving as the Special District Commissioner (Office No. 7). She began her work with LAFCo in 2004.

Nominations must be submitted in writing, no later than September 30, 2021 at 4:00pm. To be valid, a nomination must be made by a majority of the governing Board of the Independent Special District during an official meeting of that Board, and certified by the Clerk of the Board.

## RECOMMENDATIONS

Consider nominating a Member of the Sacramento Metropolitan Fire District's Board of Directors to hold office as the Special District Commissioner (Office No. 7), and as the alternate for Special District Commissioner (Office No 6 and 7).

### **Submitted By:**

Michelle Dehoney, Interim Board Clerk

Attachment (1) – Sacramento LAFCo Nominations for Special District Representation



DATE: July 29, 2021

TO: Board of Directors of Independent Special Districts

FROM: José Henriquez, Executive Officer  
Sacramento Local Agency Formation Commission

RE: **Sacramento LAFCo Nominations for Special District Representation**  
**Election for: Special District Commissioner Office No. 7, and**  
**Alternate Special District Commissioner for Office No. 6 & 7**

Pursuant to the provisions of Cortese-Knox-Hertzberg (CKH), Section 56332 of the Government Code, the Executive Officer has determined that a meeting of the Special District Selection Committee is not feasible for the purpose of selecting a Special District Commissioner [Office No. 7] and Alternate Special District Commissioner [Office No. 6 & 7] to serve on the Sacramento Local Agency Formation Commission. Based on past experience, due to the size of the Special District Selection Committee, it has been difficult to establish a quorum. Therefore, the business of the Special District Selection Committee will be conducted in writing, as provided in the cited section code.

The Sacramento Local Agency Formation Commission meets on the **first Wednesday of the month at 5:30 P.M.**, Board Chambers, County Administration Center, 700 H Street, Sacramento, California. The Commission meeting is on recess January and July. The term of this office is four years beginning January 1, 2022 thru December 31, 2025.

**SPECIAL DISTRICT COMMISSIONER (Office No. 7)**

This office is currently held by Gay Jones (Sac. Metro Fire District) and will expire on the 31st day of December, 2021.

**ALTERNATE SPECIAL DISTRICT COMMISSIONER (for Office No. 6 & 7)**

This office is currently held by Charlea Moore (Rio Linda-Elverta Recreation and Park District) and will expire on the 31st day of December, 2021

Please be advised that nominations for the Offices listed above will be accepted starting July 30, 2021 until **September 30, 2021 at 4:00 P.M.** (62 days). You are invited to submit nominations forms **via E-MAIL or in WRITING** to this office: **Sacramento LAFCo; 1112 "I" Street, Suite 100; Sacramento CA 95814** or e-mail to **Diane.Thorpe@SacLAFCo.org** Nominations not received by 4:00 P.M. on September 30, 2021, will be disregarded and returned to your district.

**To be valid, a nomination must be made by a majority vote of the governing board of an Independent Special District in an official meeting of that board and certified by the Secretary or Clerk of the Board. The nominee must be an elected or appointed Independent Special District**




**Officer residing within the County of Sacramento but shall not be members of the legislative body of a city or county [(CKH Section 56332 (c))].**

At the end of the nominating period, the Executive Officer will prepare and send, to each Independent Special District, one ballot listing candidates and voting instructions. The ballot will include the names of all nominees submitted for Office No. 7 and Alternate for Office No. 6 & 7. The districts must return the ballots to the Executive Officer by the date specified in the voting instructions, which date will be at least 30 days from the date on which the Executive Officer mailed the ballots to the districts. Any ballot received by the Executive Officer after the specified date shall not be valid. The candidate who receives the most votes will be determined the winner outright. In the event of a tie, there will be a run-off election held in the same format as the initial election. The Executive Officer will announce the results of the election within seven days of the specified date.

If you have questions regarding the election procedure, please contact the LAFCo Clerk of the Commission, Diane Thorpe, at (916) 874-6458.

Very truly yours,

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

  
José C. Henriquez,  
Executive Officer

cc: LAFCo Commissioners



Sacramento  
LAFCo

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION  
1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458 • Fax (916) 874-2939

## SACRAMENTO LOCAL AGENCY FORMATION COMMISSION Special District Representation

### Nomination Form

Due: September 30, 2021 at 4:00 P.M.

In accordance with the bylaws of the Special District Selection Committee,  
the Governing Board of the \_\_\_\_\_ District  
(Name of Special District)

Nominates \_\_\_\_\_ for: LAFCo Special District Representation  
(Board Member)

Commissioner Office No. 7 (Four Year term)

**AND/OR**

Alternate Commissioner Office No. 6 & 7 (Four Year term)

Signature: \_\_\_\_\_  
Board Chairperson

Meeting Date: \_\_\_\_\_

### ATTEST:

\_\_\_\_\_  
District Secretary

\_\_\_\_\_  
Please Print E-mail Address

\_\_\_\_\_  
District Manager

\_\_\_\_\_  
Please Print E-mail Address

**Please attach Nominee's resume**

### INFORMATION BELOW TO REMAIN CONFIDENTIAL

**Nominee's contact information below:**

\_\_\_\_\_  
Nominees Name

\_\_\_\_\_  
Nominees Address

\_\_\_\_\_  
Nominees Phone Number

\_\_\_\_\_  
Nominees E-mail

**This box must be complete  
for nomination to be accepted**

**LAFCo meets on the first Wednesday of the month at 5:30 pm.**